

**Request for Proposal for Document Management System (DMS)  
and Record Storage Management Services (RSMS)  
for  
Maharashtra Electricity Regulatory Commission (MERC)**

| <b>Sr. No.</b> | <b>Particulars</b>                        | <b>Details</b>   |
|----------------|---|--|
| <b>1</b>       | <b>Cost of Tender Document</b>            | <b>Free of cost</b>  |
| <b>2</b>       | <b>Mode of Bid Submission</b>             | <b>Online through e-Tendering system at <a href="http://mahatenders.gov.in">http://mahatenders.gov.in</a>.</b>   |
| <b>3</b>       | <b>Tendering Authority</b>                | <b>Maharashtra Electricity Regulatory Commission<br/>World Trade Centre, Centre No.1,<br/>13th Floor, Cuffe Parade,<br/>Colaba, Mumbai-400005</b>        |
| <b>4</b>       | <b>Last Date of Submission of Queries</b> | <b>23 October, 2017 up to 1600 Hours<br/>Pre-Bid Queries can be submitted at 'tenderqueries@merc.gov.in' as per format enclosed at Annexure-2 in RFP</b> |
| <b>5</b>       | <b>Date and Time of Pre- Bid Meeting</b>  | <b>25 October, 2017 at 1500 Hours</b>  |
| <b>6</b>       | <b>Last Date of Submission of Bids</b>    | <b>27 October, 2017 up to 1700 Hours</b>   |
| <b>7</b>       | <b>Date and Time of Opening of Bids</b>   | <b>30 October, 2017 at 1500 Hours</b>  |
| <b>8</b>       | <b>Earnest Money Deposit (EMD)</b>        | <b>Rs. 1,00,000/- (Rs. One Lakh only)</b>  |

## **Invitation for Bids (IFB) and Notice Inviting Tenders (NIT)**

- Maharashtra Electricity Regulatory Commission invites electronic Bid Proposals from reputed, competent and professional firms that meet the minimum eligible criteria as specified in this Request for Proposal (RFP) for Document Management System (DMS) and Record Storage Management Services (RSMS) of Maharashtra Electricity Regulatory Commission (MERC).
- The complete RFP document has been published on the Government of Maharashtra's e-Tendering website <http://mahatenders.gov.in>.
- Bidders who wish to participate in the bidding process must register on the website <http://mahatenders.gov.in>, unless already registered.
- To participate in the online Tendering process, the bidders must procure Digital Signature Certificates (DSC: class II or class III) in accordance with the IT Act 2000. Bidders who already have a valid DSC need not procure a new DSC.
- The bidding process would follow two envelope bidding mechanism for separate technical and commercial proposals.
- The bidder shall submit the offer in electronic format both for technical and commercial proposals. EMD should be submitted online, as prescribed in NIT, along with the technical Bid.
- MERC will not be responsible for any delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well within time so as to avoid any unforeseen problems.
- No contractual obligation whatsoever shall arise from the RFP/ bidding process unless and until a formal Contract is signed and executed between the Tendering Authority and the successful bidder.
- MERC disclaims any factual/or other errors in this document (the onus is purely on the individual bidders to verify such information) and the information provided herein is intended only to help the bidders to prepare a logical bid proposal.
- Estimated Cost- Rs. 6,74,400/- (excluding taxes)